

EMPLOYEE NAME:

POSITION:

DEPARTMENT:

TITLE:

SUPERVISOR:

Mid-Year Performance Evaluation

Revisit and list the goal(s) you set for the current appraisal period:

Goal 1:

Goal 2:

Goal 3:

List the actions you have taken/training you have attended since your performance appraisal to work toward reaching your performance goal(s).

List the actions you plan on taking/training you plan on attending in the time between now and your next performance appraisal that will help you to reach your goal(s).

Have you been able to fully achieve any of your goals yet? If so, explain how you did it.

If you have been unable make progress toward reaching your goal(s), explain the obstacles that have prevented you from doing so.

Discuss how your supervisor might be able to assist you in achieving your goal(s).

Have any of your goals changed since your performance appraisal? If so, how?

Has a new departmental or university initiative taken priority over the goals you set during your performance appraisal? If so, please explain.

Have you made significant improvement in any of the performance areas rated on your performance appraisal? If so, please discuss.

Has the quality of your work suffered in any way since your performance appraisal? If so, discuss.

Is there anything else you wish to discuss with your supervisor during the mid-year performance appraisal?